



*Personal Care Attendant Quality
Home Care Workforce Council
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Personal Care Attendant Quality Home Care Workforce Council
One Ashburton Place
Boston, MA 02108

Council Meeting

Minutes October 8, 2013 2:00 P.M. 1 Ashburton Place, Conference
Room 3, 21st Floor

COUNCIL MEMBERS IN ATTENDANCE	Paul Spooner, Joe Tringali, Jennifer James, Rosalie Edes, Denise Harvey, Ann Ackil
COUNCIL MEMBERS NOT IN ATTENDANCE	Kristen McCosh and Tony Williams
STAFF ATTENDING	Jack Boesen, Michelle Byrd
CHAIR	Rosalie Edes
NOTE TAKER	Michelle Byrd
AGENDA SETTING	No issues were added to previously-issued agenda

Rosalie Edes called the meeting to order at 2:06 p.m.

1. Council organizational matters

Introductions

Council members introduced themselves to the audience.

Review and Approval of Meeting Minutes

Denise Harvey made the motions to approve the August 13, 2013 general session and executive session minutes. Paul Spooner seconded the motions and Council members unanimously approved both without further discussion.

Meeting schedule for 2014

After reviewing the proposed meeting schedule for 2014, Paul Spooner made a motion to approve the schedule. Denise Harvey seconded, and Council members unanimously approved the motion.

Update on Council Appointments

Jack Boesen informed the council of a phone call he had with the Auditor's office. Several interviews have been held and four more remain. Jack was told a decision on one of the appointments will be announced soon.

2013 Paul Kahn awards

The 4th annual event will take place October 9th. This year the awards will be followed by the PCA education day where consumers and PCAs will visit their state representatives to discuss the importance of the program. Jack Boesen also announced that Kristen McCosh was able to secure parking for the event, increasing the event's accessibility.

2. PCA Recruitment & Training

2013 S.I.L.C. Conference Workshop

Jack reported that the council's presentation was well received and pointed out the need for further outreach to improve communication with constituents. Ann Ackil felt the conference was well organized and Rosalie stated the participants had questions regarding issues such as PTO and Orientation efforts and noted that more presentations outlining the work the council is involved in are necessary.

2013 Council contract with the Training and Upgrade Fund

The council is waiting for the supplemental budget bill to be passed by the legislature and signed by the Governor since it contains funding for the contract, to be passed. Jack reported on a meeting with Harneen Chernow and informed the members that Harneen will be available to provide an update on the training program at a future meeting. Paul Spooner asked why the 2014 funding for TUF was not included in the council budget and asked if the council needs to address any concerns with Administration and Finance in preparation for the 2015 budget submission. Rosalie assured members that funding is secured and she will keep the council updated throughout the process.

Orientation and Introduction of Leanne Winchester

- Rosalie introduced Leanne to the council. Leanne will be project manager for the Orientation program and will assist the stakeholder workgroup in the overall process of developing the curriculum and necessary policies. To date, the workgroup has held two meetings and has established three work groups addressing key issues. Leanne informed the council she is reviewing models from other states and agencies including the PHCast, Illinois program and PCM training modules.

Paul Spooner asked if there were clear figures on the number of projected PCAs requiring training. If the estimate is 9-10,000 yearly, how will the workgroup address how many trainings will be needed, the attendance numbers allowed for each training and how many sites around the state will be required to meet the need?

Leanne responded that the development of the orientation program should include a pilot program period and that participant evaluations during this period will provide feed-back on the program. Rosalie stated that a major component of the program will be the software required by Fiscal Intermediaries to track accurate figures on eligibility, attendance and completion rates during the pilot phase. Joe Tringali stated that the workgroup will also need to address geographical challenges that some areas of the state will face.

Further discussion regarding communication efforts followed. Paul Spooner recommended that the announcement regarding the orientation program be sent to consumers to engage them in the process. He felt this communication should be sent out by January 2014 so that consumers will have adequate advance notice. The letter should inform consumers a change to the PCA program is coming and provide them an opportunity to participate in the process. Rosalie proposes a key role for the council is to enlist consumer participation using listening sessions throughout the state. Rosalie suggested also connecting with PCM's for their input as well. She asked Jack Boesen to prepare a draft of a consumer outreach letter for review.

Jennifer James suggested that a calendar of scheduled focus groups be available and that outreach efforts include face to face meetings, phone conferencing and bulletins keeping consumers updated on the process. Jennifer also suggested that the council request to be put on the meeting schedules of other groups in an effort to expand outreach and communication regarding the orientation program. Council members suggested additional communication efforts including using the PCA council website and an article in the next edition of *The Bridge* newsletter.

Rosalie informed the council of a legislator's request to hold a council meeting outside of Boston. Jack stated that the council has held meetings in Worcester and Springfield. Rosalie asked if council members are amenable to another meeting and listening session held outside of Boston. Council members agree and the scheduled December 10th meeting will be held at the Worcester Public Library.

3. Labor Matters

Health Insurance Committee

Rosalie informed the council that conversations are continuing including the review of efforts made by other states. The next scheduled meeting for the committee is October 23.

Labor Management

The last meeting included an update provided by the Training and Upgrade Fund as well as a formal proposal for calculating a PTO benefit. The proposal includes:

- Calculating the benefit twice a year over a three month period (October-November-December and April-May-June)
- Recipients of the benefit must have worked 100 hours per month during each three month period
- Recipients meeting the requirement during each period will receive 5 PTO hours of pay. Recipients meeting the requirement for both periods will receive a maximum of 10 hours of PTO pay for the year
- The annual cap for the benefit is \$1.5 million as stated in the current labor contract.

The proposal is being considered by the Union.

Paul Spooner reported that the issue of requiring PCAs to use direct deposit or participate in debit card program was discussed. The LMC will provide a recommendation to the council. Any requirement for direct deposit will be a contract issue to be addressed in collective bargaining. Becca expressed the Union's concern that any use of debit cards be accessible to all PCAs throughout the state.

4. Council budget matters

FY14 Council budget

Council members reviewed the current budget. Jack Boesen pointed out that, because the overall budget has not increased while salary increases have been awarded, the Rewarding Work Resources (RWR) line could not be fully funded, but EHS will be providing approximately \$4,000 in funding to restore RWR to the proper level of funding. Additional funding of \$500,000 for orientation as well as the funding for TUF is not reflected in the council operating budget. For FY14 this will be included in the MassHealth budget but the Council Chair will sign the contracts. Jack informed the council that there will be a request to increase funding for the directory as well as communication efforts for FY15. Paul Spooner made a motion to pass the current budget. Joe Tringali seconded, and the motion passed unanimously.

Before moving into executive session, Rosalie announced the council office is moving back to 1 Ashburton Place.

Rosalie made a motion to move into executive session to discuss collective bargaining issues at 3:36 p.m. The motion was seconded, and passed with the following roll-call vote:

Ann Ackil – aye
Joe Tringali – aye
Paul Spooner – aye
Jennifer James – aye
Denise Harvey – aye

The Council came out of executive session and a motion to adjourn the general session was made, and seconded. The motion passed unanimously and the General Session adjourned at 4:07p.m.

Respectfully submitted,

Michelle Byrd